12.101   PREMISE HISTORY CONTROL

Purpose:

To provide added information and security for field units who have occasion to respond to a location that has some history of importance (either noteworthy or hazardous).

To provide immediate information for officers who are responding to a call.

To provide location information for hard to find places.

To establish a guide and procedure for entering, processing, disseminating, and validating premise information.

Policy:

This procedure will act as a guide to Department employees in the gathering and disseminating of important and timely premise information by the Computer Aided Dispatch System (CAD) at Police Communication Section (PCS).

Premise information is available to all Department members. Use of this resource is highly recommended and encouraged.

Information:

The term "premise history" refers to any information connected to a specific address that may be of interest to responding officers. Premise information will include the following items:

1.   Police Warnings (PW): a possible hazard to police officers, i.e., violent mentally impaired person, wanted fugitive, possible weapons on premises, communicable disease carriers, etc. This will also include locations that provide services needed for the orderly flow of government, i.e. Water Works, Cinergy/CGE, Cincinnati Bell Telephone, etc.

2.   Police Histories (PH): address information on businesses and property which would include private driveways, new subdivisions/streets, Ohio River mile markers, schools, banks, health care and nursing homes.

   3. Occupant Information (OC): addresses of
       upper management employees within the
       various City departments including City
       Council, City Manager, and Mayor.

   4. Fire Warnings (FW): address with possible
       hazards, and building information to assist
       firefighters. This includes information such
       as locations of water supplies, hazardous
       chemicals, etc.

PCS is responsible for inserting premise information
into the CAD.

The preferred method of relaying information to the
responding officer will be via the MDT. The
dispatcher will advise responding officers of the
existence of premise information. It will be the
responsibility of the responding units to view this
information.

An alternate method of relaying information to
responding officers will be voice transmission on
the primary dispatch channel. If information is of a
sensitive nature and cannot be broadcast,
information will be relayed by phone.

Procedure:

A. Entering Premise Information (PIN) Files

    1. Information reported should be for the
        purpose of alerting responding officers to a
        condition regarding a specific location.

        a. Intersections cannot be used for a PIN.
            Entries can be made for specific
            addresses only.

    2. Discretion should be used regarding the
        amount of information entered. Information
        should be factual and concise. All requests
        are subject to review and will be edited by
        PCS if necessary.

        a. Confidential medical information must be
            worded in a sensitive manner.

      b. No entry can be made which will completely deny service to someone for any reason, i.e., a mentally impaired person who has a history of calling 911 cannot be denied service without first evaluating the reason for the current request.

      c. Entries are for law enforcement purposes only. This file may not be used for personal matters.

3. When a determination is made to establish premise information on an address, an officer may do one of the following:

      a. Make an entry via the MDT. All field officers have the capability of entering PIN via the MDT. These entries will remain in the system for four days.

         1) While assigned to an incident, type the following: PE,{text of the information you want entered}, or

         2) After an incident is closed, type the following: PE #P{4 digit inc number}, text of the information you want entered}, e.g. PE #P1230, Caution, occupants have threatened to kill police.

         3) If you mistakenly enter information, contact PCS for removal of the Premise Information entry.

      b. Contact a PCS supervisor for direct CAD entry.

4. Officers' entries and direct entries by PCS supervisors will be automatically purged in four days if a Form 310, Premise History Control, is not received requesting an extension.

B. Extensions and Updates of Premise Information Entries

1. To request a continuation of a PIN, a Form 310 must be initiated by a supervisor and sent to PCS. Requests will normally be extended for a period of 90 days.

2. Any request for an indefinite PIN entry or extension must be requested on a Form 310 with a valid explanation.

3. Updates can be made on a PIN to modify or delete information on an existing record. Updates must be requested on a Form 310.

4. Update requests should include sufficient information to identify the original record and should specify the needed change.

C. Premise Information Validations

1. PCS will send out a quarterly PIN list, with a Form 17 cover letter attached, to the following districts/sections/units for review:

   a. All districts

   b. Criminal Investigation Section

   c. Intelligence Unit

   d. General Vice Enforcement Unit

   e. Street Corner Unit

   f. Special Services Section

2. The above districts/sections/units will be responsible for reviewing and returning the attached Form 17 cover with recommendations noted in the areas provided.

3. Since PIN entries are automatically purged by CAD after the expiration date, all districts/sections/units should return these validations in a timely manner.